

## **CP 2.17.1 Employee Evaluation Process**

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***Related Board of Trustee Policy: BP 2.17***

<b>Responsible Official</b>	President
<b>Approvals</b>	04/22/09
<b>Revision</b>	01/17/2020

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### **Procedure**

Formal evaluations will be conducted during the fall semester, every other year, using the Self-Evaluation Form. An employee is defined as a staff member, administrative staff member, and faculty member.

The procedure is as follows:

- Employee completes the Self-Evaluation Form.
- Employee submits completed Self-Evaluation Form to immediate supervisor for review.
- Employee and supervisor agree on a time to meet and review the Self-Evaluation Form.
- Faculty members have the option of completing a peer-to-peer evaluation for additional information.
- Faculty members have an additional section to complete, in addition to the Self-Evaluation process. Faculty member must submit a current syllabus.
- Completed Self-Evaluation Forms are submitted to the Human Resources Office.

Recommendations resulting from performance concerns will be provided to the employee as part of the Self-Evaluation Form summary. If deemed appropriate by the supervisor, this will be accompanied by a timetable for correcting the performance and/or specific sanctions to be imposed if the performance goals are not reached.

### **Instructor Evaluation by Student**

The student evaluation of the instructor will be conducted during the spring semester each year. During the evaluation period, the instructor will turn over the packet containing the evaluation forms to a student in the class and leave the room while the forms are being completed. The student will handout the evaluation forms, put the forms back in the packet, seal the packet, and return to them to the Director of Institutional Effectiveness.

The evaluation instruments will be tabulated and the results summarized. The summary sheet will be distributed to the instructor's immediate supervisor. It is the responsibility of the immediate supervisor to hold conference with the faculty member to discuss the survey results. The instructor will have an opportunity to discuss any unfavorable comments or ratings. Each instructor will receive a copy of his/her summary evaluation.

It is the responsibility of the appropriate Dean and or department chair to agree upon and formulate measures to address concerns that may arise from the information gathered from the student evaluations.